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File (02115)

62-2

Chairman, Subcommittee on Classification
Committee on Documentation, USIB

X Disapproved for Adoption

1. Subject suggestion is a method of coding a relatively small alphabetical name file by using colors, tab positions and a 3 digit code to "permit retrieval of information in many particular categories which, however, are frequently overlapping." The suggestor needed a system to retrieve information on high ranking Soviet military personnel from an alphabetical file while leaving the file collection intact.

2. This appears to be a workable system for the particular file involved provided the searching requirements are usually by name along with the categories of one of the six "services" and/or one of the five "positions of rank" both of which are controlled by tab color and position.

3. If many retrieval requests were received for searching "specialty" or "assignment" as the initial category, each tab card in the entire file would have to be perused for each request; for searching "designation" each tab card with the appropriate colored tab would have to be scanned. It would become increasingly time consuming as names were added to the file and soon the file would be too large to handle this type of retrieval efficiently.

4. I believe one of the several systems presently available which uses edge-notched 5x8 cards would handle this file better especially when "specialty" or "assignment" is the primary search field. Edge-notched card systems are marketed by Royal McBee, E-Z Sort Systems, Burroughs, Zator Company and others. The index cards using one of these systems would have to be in a file separate from that containing all the information reports, extracts, etc. But I believe the advantages of efficient search would outweigh the disadvantages of a separate file for the index cards.

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5. [REDACTED] concurs that the filing system suggested would not be an effective and practical method of handling their exceedingly large files. In addition, the code structure required to accommodate the necessary [REDACTED] breakdowns is far too complex to be handled efficiently by the [REDACTED] (continued)

25X1A

11 August 1961

Chairman, Subcommittee on Classification,
Committee on Documentation, United States Intelligence Board

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suggested system. Maintenance would pose a very serious problem since the names do not usually repeat thus making practically every card a tab card.

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6. The suggestion by the Records Management Staff that [REDACTED] OCR and [REDACTED] could use such a system has been answered in paragraph 5 above. Whether or not other agency offices or the FBI could use the suggested system to advantage would have to be evaluated by them since their systems are not under the purview of my sub-committee. It is my opinion, however, that these files are too large and retrieval requirements too varied for application of a manual system such as this. I should like to note nevertheless that the suggestion certainly is a well worked out system and represents a great deal of conscientious effort on the part of the suggestor.

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TO: <i>OAD/CR</i>		
ROOM NO.	BUILDING	
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FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

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